

REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



To: MAYOR AND COUNCIL

From: Debra A. Mangen, City Clerk
Ryan Browning, I.T. Manager

Date: November 4, 2013

Subject: Request For Purchase –

Agenda Item #: IV. D.

The Recommended Bid is

- ☒ Within Budget
☐ Not Within Budget

Date Bid Opened or Quote Received:

Bid or Expiration Date:

Company:

Crabtree Companies, Inc.

Amount of Quote or Bid:

\$49,754*

*We are reserving an additional \$12,000 of our 2013 CIP Budget to cover server costs

Recommended Quote or Bid:

General Information:

The City's Electronic Records Management Committee (ERM Committee), made up of staff members from all departments, has been working for several months to ascertain the best software solution for Edina to implement an electronic records management system. Weekly meetings focused on moving Edina's records management from a paper based system into the electronic era. Converting paper records to digital records will allow all departments' better access to records and ultimately foster the development of an online library of public records available to our residents. The ERM Committee spent their time educating themselves about electronic records management, conducted a needs assessment, developed a work plan, and issued an RFI. Four companies responded to the RFI. The ERM Committee viewed demonstrations from the four companies. Following the demonstrations, the group reviewed the strengths of each company's proffered solution. The Committee felt that Crabtree Companies, Inc. offered the best solution for Edina's needs. Crabtree proposed Laserfiche Avante as their solution for our needs. They bring a great deal of experience working with Minnesota cities and will be able to coordinate with LOGIS as we initiate the installation of the software. The Committee anticipates beginning the "pilot projects" in late 2013. The ERM Committee will continue meeting to assist the implementation for each department.

Crabtree serves several cities already using the Laserfiche software including Bloomington, St. Louis Park, St. Paul, Plymouth, Burnsville and Rosemount. Staff members from these cities have indicated their satisfaction with the installation, training and support from this vendor.